

## How to Complete an NSF Collaborative Proposal

The collaborative proposal mechanism requires that one institution be named the “lead” for the purpose of submitting the proposal. The lead institutions are typically those whose scientists are doing the bulk of the work in terms of writing the proposal and/or those that will manage the largest portion of the funds should the proposal be awarded.

### Who does what

- Both the lead and non-lead institutions must create a new proposal in FastLane.
- In completing the proposal’s FastLane Cover Sheet, institutions should list only those PIs and co-PIs affiliated with their own institution.
- Additionally on the Cover Sheet, the proposal title must begin with “Collaborative Research:” and all titles, start dates, durations and NSF programs must be the same across the institutions.

Lead Institutions must upload/fill in the following:

- Project Summary
- Project Description
- References
- Budget for the portion of the work to be managed by their institution
- Budget Justification for the portion of the work to be managed by their institution
- Facilities, Equipment & Other Resources for their institution
- Proposal Classification Form (if submitting to BIO)
- Biographical Sketches for the proposal’s senior personnel affiliated with their institution
- Current & Pending Support for the proposal’s senior personnel affiliated with their institution
- Data Management Plan for the entire project
- Postdoctoral Mentoring Plan (if required) for the entire project
- All supplementary single copy documents (ie conflicts of interest tables)
- Any other supplementary documents (ie letters of commitment, quotes, etc..) allowed by the program

Non-Lead Institution must upload/fill in the following:

- Budget for the portion of the work to be managed by their institution
- Budget Justification for the portion of the work to be managed by their institution
- Facilities, Equipment & Other Resources for their institution
- Proposal Classification Form (if submitting to BIO)
- Biographical Sketches for the proposal’s senior personnel affiliated with their institution
- Current & Pending Support for the proposal’s senior personnel affiliated with their institution

### Linking the proposals together

**Important:** None of the proposals should be submitted to NSF until they are all linked together so this should be done early.

Non-leads must:

- Assign their proposal a PIN, which they can do via the "Proposal PIN" button on the "Proposal Actions"
- Provide both the PIN and the Temporary Proposal ID to their contact at the lead institution.

### Proposal Actions

**\*Please note:** A Data Management Plan will be required for all proposals submitted or due on or after January 18, 2011. FastLane will be updated to enable its upload as a separate Supplementary Document. Proposals that do not include the requisite plan will be stopped from submission. Specific guidance is included in Chapter II.C.2.j of the revised NSF Proposal & Award Policies & Procedures Guide

#### Temporary Proposals in Progress

Temporary Proposal # - Title of the Proposal

Temp. Proposal ID# →

Proposal PIN  
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Leads must:

- Use the "Link Collaborative Proposals" button on the "Form Preparation" page in FastLane to link the various proposals that comprise the overall project.

### Forms for Temp. Proposal #7395013

#### Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form
<input type="button" value="GO"/> Cover Sheet	08/13/13	<input type="button" value="GO"/> Project Summary
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources		

#### Single Copy Documents

<input type="button" value="GO"/> PI/Co-PI Information	N/A
<input type="button" value="GO"/> Deviation Authorization(if applicable)	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A
<input type="button" value="GO"/> Additional Single Copy Documents	

#### Supplementary Documents

<input type="button" value="GO"/> Data Management Plan
<input type="button" value="GO"/> Mentoring Plan <sup>1</sup>
<input type="button" value="GO"/> Project Summary with Special Characters
<input type="button" value="GO"/> Other Supplementary Docs

<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel
<input type="button" value="GO"/> Change PI
<input type="button" value="GO"/> Link Collaborative Proposals

↑  
**Link Button**

Each institution (lead *and* non-lead alike) then hits the “Allow SRO Access” button to submit their proposal to their respective OSPs.

### **Reviewing Linked Proposals**

It is important to review the full proposal document that will be submitted. Both the lead and non-lead institutions can review the proposal when linked. To do this, simply click the “Print” button (next to the “Proposal PIN” button in the first image above) on the “Proposal Actions” page. Then click on the “Go” button next to “Print Entire Proposal”. All components of proposal that have been uploaded into FastLane will appear as a PDF file.

### **Submission Timing**

All components of the collaborative proposal must meet any established deadline, and, failure to do so may result in the entire collaborative proposal being returned without review. NSF recommends that the lead and non-lead institutions submit their proposals *within a reasonable time frame of one another*. Therefore, it is recommended that collaborative proposals are all submitted to NSF within 24-48 hours of each other.